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WAR FOOD ADMINISTRATION  
FOOD DISTRIBUTION ADMINISTRATION

SCHOOL LUNCH LETTER NO. 7

RECEIVED  
U.S. DEPARTMENT OF AGRICULTURE  
NOV 12 1943

November 12, 1943

To: County Superintendent of Schools

From: Vernon L. Nickell  
State Supt. of Public Instruction  
Springfield, Illinois

W.A. Stolte, State Supervisor  
Food Distribution Adminis-  
tration  
5 S. Wabash Ave. Room 817  
Chicago 3 Illinois

Subject: Condensed Instructions re Application and Claim Procedure  
Community School Lunch Program

The information contained below and in the chart attached hereto, offers, in condensed form, information relating to making applications and filing claims in connection with the Federal-State Community School Lunch Program in Illinois. PLEASE KEEP AVAILABLE FOR READY REFERENCE, and for detailed instructions, refer to the proper School Lunch Letters described.

APPLICATIONS

Form SL-1. (Agreement between each co-sponsor and County Superintendent, acting as Sponsoring Representative). Three copies signed by co-sponsor and County Superintendent - after approval is authorized by Food Distribution Administration, the contract number and effective date will be inserted and one copy sent by the County Superintendent to the State Superintendent of Public Instruction, one to co-sponsor and one retained in the County Superintendent's file. (See School Lunch Letter No. 2 Supplement 1, and School Lunch Letter No. 3).

Form FDA-535. One set of six copies, all prepared and signed by the County Superintendent who is the Sponsoring Agency, which when approved by FDA, will be sufficient for the fiscal year for all operating programs in the county. All six copies go to the State Department of Public Instruction. (See School Lunch Letter No. 2, Page 2 and 3, Section IV).

Form FDA-535A. Co-sponsor prepares six unsigned copies, listing schools and other required data in columns 1, 2, 3, 4, 5, 6, and 8, and indicating name and address of co-sponsor in upper left hand corner. These six copies go to County Superintendent who signs as authorized representative, after which all six copies go to State Department of Public Instruction. (See School Lunch Letter No. 2).

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CLAIMS.

Form FDA-536. Co-sponsor prepares six copies for each operating program at end of each calendar month, together with a combined report if operating more than one program. Co-sponsor signs only as "Program Supervisor", and transmits all copies to County Superintendent within three days after the close of the month. County Superintendent prepares combined report from co-sponsor's individual Form 536, and sends four copies of individual reports, and four copies of combined report to FDA before the 10th of the month, the original copy must be signed. County Superintendent mails one copy of individual Form 536 and one copy of combined Form 536 to State Superintendent of Public Instruction, Springfield, Illinois, before 10th of the month. (See School Lunch Letters No. 2 and No. 4).

Form SL-2 (Pink). Co-sponsor, desiring to make claim for State reimbursement, prepares two copies, and sends one signed copy to County Superintendent before the 10th of the following month.

Form SL-3 (Green). Prepared in duplicate by County Superintendent from combined reports received from co-sponsors on SL-2, and supporting evidence on FDA-536. One copy to be mailed to State Superintendent of Public Instruction, Springfield, Illinois, not later than the 15th day of the following month.

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